Description of User Inputs for Payroll Processing Control

Manually Controlled Values:

Prior Leave Year Ending Date      Enter pay period ending date of the last leave
                                  period of the prior leave year.  This field is
                                  printed on the SF 1150 (Core Report 409).


Mature Lock (Y/N)                 Enter **Y** to stop online personnel mature
                                  processing before the pay is computed.


CPO Center                        CPO User Enters 'Y' or 'N' using  'C' Change
                                  Function, Mature Lock generates a 'window'
                                  listing all NASA Centers.  The Mature Lock,
                                  when set, is independent of each Center.


NEBA Year                                      Enter the date to be used in NEBA
                                               calculation.

Default Payblock for Accessions   Enter the payblock number that NPPS
                                  will automatically assign to an
                                  accession (NOAC 1** or ***A) at the
                                  time that it is matured.  This assignment
                                  may be changed later by payroll
                                  professional.

TALC Installed                    Enter a **Y** to indicate that the Time,
                                  Attendance, and Labor Collection/Labor
                                  Distribution System (TALC/LD) has
                                  been installed.  This will tell NPPS to
                                  create TALC notifications of NPPS
                                  actions. The TALC/LD System is not
                                  used at this time.

T&A Scroll Option                 Enter **1**, **2**, **3**, or **4** to determine the
                                  scrolling order TAEDIT online will use.

Values to be Automatically Updated in Batch:

Prior Leave Year Ending Date    The pay period ending date of the last leave period of the prior leave year.  This field is printed on the SF 1150 (Core Report 409).

Payroll Table Lock (Y/  )        Enter **Y** to stop table changes after the initial pay computation processing (i.e., lock out online processing).

TSP Effdate                      The date to be used for TSP validation, TSP BP Tape, and the TSP Journal Voucher.  Date is the current PP Ending Date plus 10 days.

TSP Tape Seq                     Sequence number which is increased by an increment of one each pay period during the production of the TSP tape.

Tax Quarter                      Calendar year quarter (blank, 1-4); will be blank until the last full pay period of the quarter, then it is set to a number which indicates NPPS should generate the quarterly reports produced in the current pay period.

Pay Period                       Pay period number (1-27).

Current Leave Period             Leave period number (1-27).

Current PP Beginning   Date      Pay period start date (always a Sunday).

Month-to-Date (Y/N)              Indicate "Month-end" with **Y** and "Not Month-end" (i.e., off-month) with **N.**

Current PP Ending Date           Thirteen days from the above PP starting date (always a Saturday).

Number of Leave Periods          Number of leave periods in the current year (26 or 27).

FEGLI Year                              The year to be used for FEGLI Age
                                        Group calculation.

Payroll Data Lock                       Enter **Y** to stop master file updates after
                                        the final reports process has begun
                                        (i.e., lock out online processing and
                                        Payroll Mature).

NEBA Year                               The date to be used in NEBA
                                        calculation.

**2.1.6.1    Database**

Personnel and payroll processes access the same body of information.  The NPPS database is organized in data categories based on data usage (refer to Figure 2.1.6.1-1, NPPS File Descriptions).  Following are the categories (files) referred to in this document.

- Personnel Master Data - Contains employee information required by NASA HQ and represents the most current employee data

- Suspense Data - Contains all transactions prior to maturity; includes the information necessary to print the employee's SF 50

- Personnel History Data - Includes before-and-after images of the transactions as matured

- ~~Training History Master Data - Includes information required by NASA HQ for all current employees who have completed training courses~~

- Payroll Master Data - Contains employee information required to process payroll

- Pay and Leave History Data - Contains employee pay and leave information resulting from the pay processing for each pay period

- Transaction History Data - Contains the complete payroll update transactions and the NPPS information messages produced when the update transaction was processed, as well as audits of all successfully completed transactions whenever any data is updated

- Pay Suspense Data - Contains employee payroll transactions (not T&A transactions) effective for a future pay period when entered

- NPPS Data Dictionary - Contains a list and definitions of the required NPPS data elements

- NPS2-YTDADJ-FILE

- NPS2-PAYCTL-TABLE

- NPS2-PER-MASTER

- NPS2-ADDRESS-FILE

- NPS2-NORM-FILE

    - File deleted -

- NPS2-TAR-FILE

- NPS2-PAY-TSP-ADJ

    - Report 6060 - Pay Period Initialization Report

**Step 5** - NPS2-PAY-IMFH deleted

    - Report 8000 - Transaction History Report

    - <u>Work File created with Logon Security Errors</u>

**Step 6** - NPS2-PAYCTL-TABLE updated

    **-** NPS2-PAY-MASTER updated

**Step 7** - NPS2-PAYCTL-TABLE updated

    - Report 4070 - Payroll Control Auto Update

**Step 8** - NPS2-PAY-SUSPENSE deleted

    - Report 6140 - Payroll Batch Mature

**Step 9** - NPS2-PAYCTL-TABLE updated

8.13    CA00003 Payroll Batch T & A

8.13.1  Operations Overview

This job uses the NPS2-PAY-TA-DATA file to process hours, compute pay and leave, and post results.  Edit and control reports are produced from the process. The steps of the job are as follows.

**Step 1** -    Produce T&A cards for LWOP